

EMPLOYMENT, EDUCATION, AND MILITARY SCREENS

CREATION DATE: May 4, 2006

Pointers to Remember:



1. Employment, education, and military service information entered on these screens populates to a number of other screens and reports in FACES.NET, including case plans.
2. Schools can be chosen from a list, the addresses of which are already recorded in FACES.NET. If a school is not listed, its information can be entered directly. In this case, please contact the FACES.NET helpdesk so that the information can be added to the list for the benefit of other workers.

Entering Employment Information

Steps include:

Step 1: Navigate to the Client screen. Place your mouse over the Client module at the top of the screen.

Step 2: Hold cursor over Employment/Education.

Step 3: Click Employment.

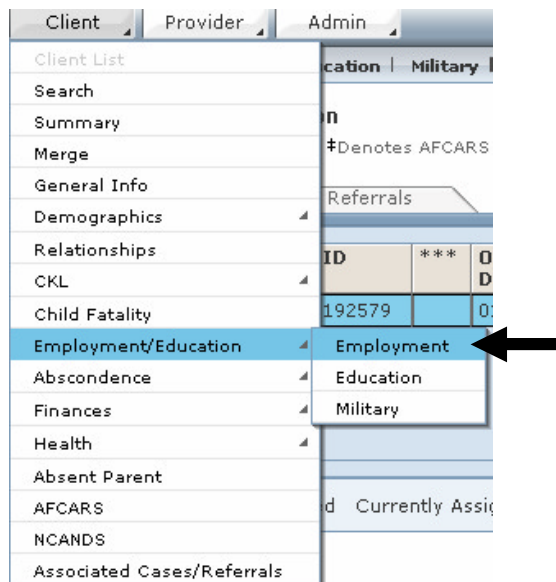


Figure 1

Step 4: Click the Show button.

ent Provider Admin Case [Go]

Employment Education Military

Case/Referral Selection
*Denotes required Fields #Denotes AFCARS Fields

Cases Referrals

Case Name	ID	***	Open Date	Close Date	Archive Date	Closure Reason	Social Worker
JAKSON50	192579		01/10/2006				6, TRAIN

*** - Indicates Restricted Currently Assigned To Worker : TRAIN 6

Show Cancel

Figure 2

Address tab

Step 1: Enter the Employees Name.

Step 2: Complete the fields on the Address tab to indicate the location of employment. Note that you will need to Edit on the Address field to enter the actual address information.

Step 3: Enter a Phone Number.

Referral Case Client Provider Admin Case [Go]

Client Employment Education Military

Organizer Focus History

In Focus
User Name: TRAIN 6
Entity Type: Case
Entity Name: JAKSON50
Entity ID: 192579
Entity Type:

Client Employment
* Denotes Required Fields ** Denotes Half-Mandatory Fields #Denotes AFCARS Fields

Client Employment - JAKSON50

Employer Name	Occupation	Start Date	End Date
Child and Family Services			

Address Occupation

Employer Name* Child and Family Services Phone (202) 727-3333 Ext.

Address
400 Sixth Street SW
Washington, District of Columbia 20024

Edit

New Save Cancel

Figure 3



Note:

- Once you enter an address, the options to map the location or display an actual photo of the location will be available by clicking on Map It or Photo.

Occupation tab

Step 1: Enter the Supervisor.

Step 2: Enter the Occupation.

Step 3: Enter the Duration.

Step 4: Enter the Part or Full Time.

Step 5: Enter the Monthly Hours Worked

Step 6: Click Save button.

The screenshot shows the 'Client Employment' form in a web application. The left sidebar contains a navigation menu with 'Organizer', 'Focus', and 'History' tabs. The 'Focus' tab is active, showing details for 'Entity Type: Case', 'Entity Name: JACKSON50', 'Entity ID: 192579', and 'Entity Type: Client', 'Entity Name: SHANTE JACKSON50', 'Entity ID: 845320'. The main content area is titled 'Client Employment' and includes a table for 'Client Employment - JACKSON50' with columns for 'Employer Name', 'Occupation', 'Start Date', and 'End Date'. The table contains one row: 'Child and Family Services', 'Social Worker', '07/09/2001', and an empty 'End Date' field. Below the table, there are tabs for 'Address' and 'Occupation'. The 'Occupation' tab is active, showing fields for 'Supervisor' (Prefix, First, Middle, Last, Suffix), 'Occupation' (Title/Position), 'Work Schedule', 'Duration' (Start Date, End Date), 'Part Time' (radio button), 'Full Time' (radio button), and 'Monthly Hours Worked'. The 'Supervisor' field is filled with 'Lisa Lee'. The 'Occupation' field is filled with 'Social Worker'. The 'Work Schedule' field is filled with 'Monday - Friday 8:15 am - 4:45 pm'. The 'Duration' field has 'Start Date' set to '7/9/2001'. The 'Part Time' radio button is selected. The 'Monthly Hours Worked' field is filled with '80'. The 'Save' button is highlighted in yellow. Numbered callouts point to the following fields: 1: Enter Supervisor name. (Supervisor First field), 2: Enter Occupation. (Occupation field), 3: Enter the Duration. (Duration Start Date field), 4: Enter Part Time or Full Time. (Full Time radio button), 5: Enter the Monthly Hours Worked. (Monthly Hours Worked field), 6: Click Save. (Save button).

Employer Name	Occupation	Start Date	End Date
Child and Family Services	Social Worker	07/09/2001	

Supervisor: Prefix, First (Lisa), Middle, Last (Lee), Suffix

Occupation: Title/Position (Social Worker)

Work Schedule: Monday - Friday 8:15 am - 4:45 pm

Duration: Start Date* (7/9/2001), End Date

Part Time (radio button), Full Time (radio button)

Monthly Hours Worked: 80

Buttons: New, Save, Cancel

Figure 4



Entering Education Information

Pointers to Remember:

1. Each time a child enters a new school or educational information changes, this information should be updated and reflected on the Education Screen in FACES.NET.
2. The Education screen can be accessed from both the Referral track and the Case track through the client screens.
3. The Enrolled Date is the first date the child began his current grade.
4. FACES.NET will automatically populate the Date Updated in the field as the date you are entering the information.

Steps include:

Step 1: Navigate to the Client screen. Place your mouse over the Client module at the top of the screen.

Step 2: Hold cursor over Employment/Education.

Step 3: Click Education.

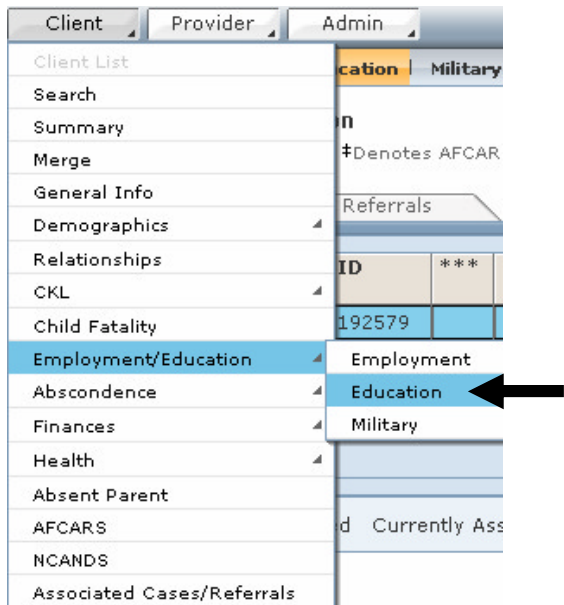
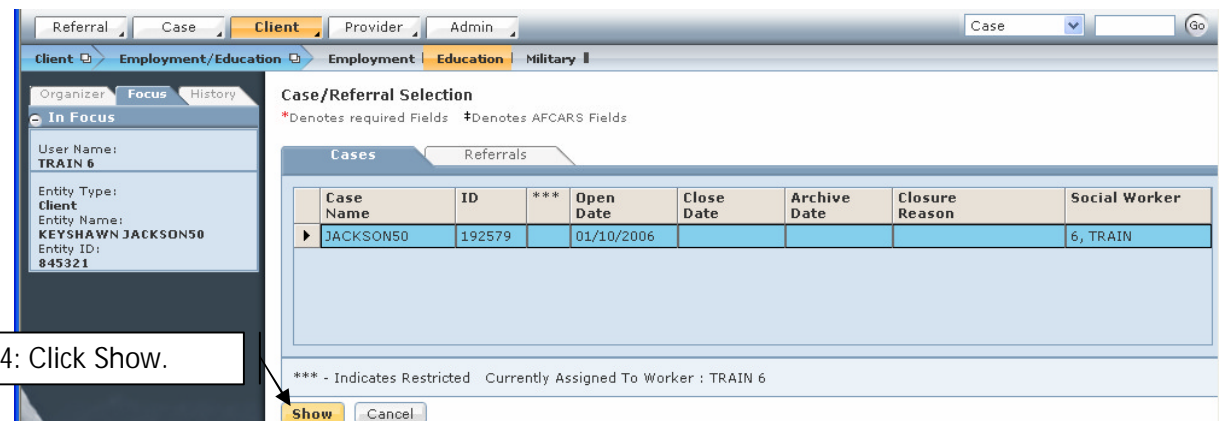


Figure 5

Step 4: Click Show button.



Case/Referral Selection

*Denotes required Fields #Denotes AFCARS Fields

Case Name	ID	***	Open Date	Close Date	Archive Date	Closure Reason	Social Worker
JACKSON50	192579		01/10/2006				6, TRAIN

*** - Indicates Restricted Currently Assigned To Worker : TRAIN 6

Show Cancel

Figure 6

School/Day Care/College/University



Notes:

- Complete the fields on the School/Daycare/College/University tab to indicate the name and location of the facility. Note that you will need to edit on the Address field to enter the actual address information.
- Also note that the Type and Name fields are half-mandatory, meaning that either one must be filled out before saving this screen.
- There is a list of the School Types and Names.

Steps Include:

Step 1: Select the School Types.

Step 2: Select the School Names.

Step 3: Edit the school's address by clicking on Edit. Note: the Address field will automatically populate in FACES.NET after entering a school's name.

The screenshot shows the FACES.NET interface with the 'Client Education' tab selected. The left sidebar shows the 'In Focus' section with 'User Name: TRAIN 6' and 'Entity Type: Case'. The main area displays the 'School/DayCare' table with one entry: 'Backus Junior High School'. Below this, the 'School/DayCare/College/University' form is shown with the 'School' tab active. The form contains fields for 'Type **' (set to 'District of Columbia'), 'Name **' (set to 'Backus Junior High School'), 'Specify', 'Phone', 'Ext', 'Enrolled Date' (set to '9/8/1997'), and 'Address' (populated with '5171 South Dakota Avenue NE WASHINGTON, District of Columbia 20017 Ward:5, Census Tract:95.8'). An 'Edit' button is located at the bottom of the form. Three callout boxes provide instructions: '1: Select the Type ** of school.' points to the 'Type **' dropdown; '2: Select the Name **.' points to the 'Name **' dropdown; and '3: Click Edit to enter the Address.' points to the 'Edit' button.

Figure 7

Step 4: Enter DayCare information.

The screenshot shows the 'DayCare' form in the FACES.NET interface. The form contains fields for 'Name **', 'Phone', 'Ext', 'Enrolled Date', and 'Address'. An 'Edit' button is located at the bottom of the form. A callout box with the text '4: Enter DayCare information.' points to the 'Name **' field. At the bottom of the form, there are buttons for 'New', 'Save', and 'Cancel'.

Figure 8

Education tab

Steps Included:

Step 1: Select Current Grade Level.

Step 2: Select Functioning Grade Level.

Step 3: Select Education Status.

Step 4: Select Grade Last Completed

Step 5: Select Education Performance.

Step 6: Select Date Updated.

Step 7: Select Date Last Attended.

Step 8: Select Tutoring Subjects.

The screenshot displays the 'Client Education' form with the 'Education' tab selected. The form includes a table for 'School/DayCare' and various input fields for student information. Eight numbered callouts point to specific fields:

- 1: Select Current Grade Level. (Points to 'Current Grade Level' dropdown)
- 2: Select Functioning Grade Level. (Points to 'Functioning Grade Level' dropdown)
- 3: Select Education Status. (Points to 'Education Status*' dropdown)
- 4: Select Grade Last Completed. (Points to 'Grade Last Completed' dropdown)
- 5: Select Education Performance. (Points to 'Educational Performance' dropdown)
- 6: Select Date Updated. (Points to 'Date Updated*' dropdown)
- 7: Select Date Last Attended. (Points to 'Date Last Attended' dropdown)
- 8: Select Tutoring Subjects. (Points to 'Tutoring Subjects' list)

The form also includes fields for 'Date of Last IEP', 'Transportation', 'School/DayCare Schedule', 'School/DayCare Adjustment', 'Grade Repeated', and 'Repeated Grade Explanation'. At the bottom are 'New', 'Save', and 'Cancel' buttons.

Date Update	School Name	Daycare Name	City Name	Grade Level	Status	School Enrollment Date
	Backus Junior High School			Grade 7	Attending	

Legend: * Denotes Required Fields ** Denotes Half-Mandatory Fields #Denotes AFCARS Fields

Figure 9

Strength/Needs tab

Steps Included:

Step 1: Enter educational strengths in the Strengths comment box.

Step 2: Enter educational needs in the Needs comment box.

Step 3: Click Save button.

The screenshot shows a web application interface for 'Client Education'. The top navigation bar includes tabs for 'Referral', 'Case', 'Client' (selected), 'Provider', and 'Admin'. Below this, there are sub-tabs for 'Client', 'Employment/Education', 'Employment', 'Education' (selected), and 'Military'. The main content area is titled 'Client Education' and includes a legend: '* Denotes Required Fields', '** Denotes Half-Mandatory Fields', and '† Denotes AFCARS Fields'. The 'School/DayCare' section contains a table with the following data:

Date Update	School Name	Daycare Name	City Name	Grade Level	Status	School Enrollment Date
05/03/2006	Backus Junior High School		WASHINGTON	Grade 7	Attending	09/08/1997

Below the table, there are three tabs: 'School/DayCare/College/University', 'Education', and 'Strength/Needs' (selected). The 'Strength/Needs' tab is divided into two sections: 'Strengths' and 'Needs'. The 'Strengths' section contains the text 'Very good in Reading'. The 'Needs' section contains the text 'Need more Mathematics'. At the bottom of the form, there are buttons for 'New', 'Save', and 'Cancel'. Three callout boxes with arrows point to the form:

- Box 1: '1: Enter Strengths.' points to the Strengths text box.
- Box 2: '2: Enter Needs.' points to the Needs text box.
- Box 3: '3: Click Save.' points to the Save button.

Figure 10

Entering Military Information

Steps Include:

Step 1: Navigate to the Client screen. Place your cursor over the Client module at the top of the screen.

Step 2: Hold cursor over Employment/Education.

Step 3: Click Military.

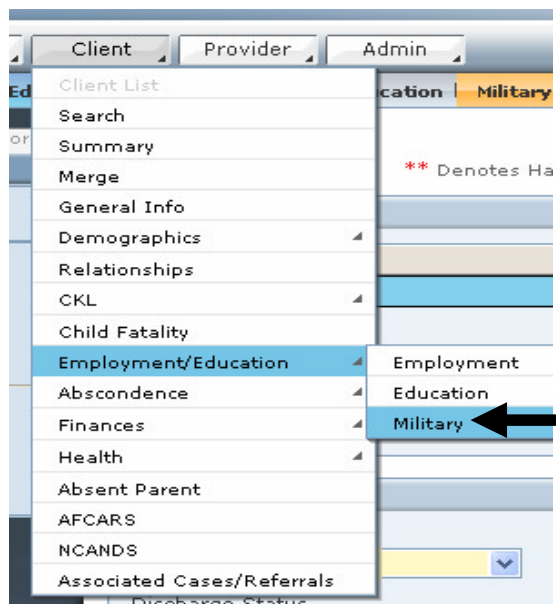


Figure 11

Step 4: Select Branch of military.

Step 5: Enter Duration of service.

Step 6: Click Save button.

The screenshot shows a web application interface for managing client information. The top navigation bar includes tabs for Referral, Case, Client (selected), Provider, and Admin. Below this, a sub-navigation bar shows Client > Employment/Education > Employment > Education > Military (selected). The left sidebar contains an 'In Focus' section with fields for User Name (TRAIN 6) and Entity Type (Case). The main content area is titled 'Client Military' and includes a table for 'Military Information' with columns for Branch, From Date, To Date, and Discharge Status. Below the table is a form for adding a new military record. The form has fields for Branch* (a dropdown menu), Discharge Status (a dropdown menu), ID (a text field), and Duration (a section with From Date* and To Date dropdowns). Annotations with arrows point to the Branch* dropdown (labeled '4: Select Military Branch*'), the Duration section (labeled '5: Enter Duration.'), and the Save button (labeled '6: Click Save.'). The Save button is highlighted in yellow. At the bottom of the form are buttons for New, Save, and Cancel.

4: Select Military Branch*.

5: Enter Duration.

6: Click Save.

Figure 12